

## AmeriCorps Position Description

Chelan-Douglas Community Action Council  
AmeriCorps Program  
1700 N. Wenatchee Avenue  
Wenatchee, WA 98801

Columbia Valley Community Health  
600 Orondo Ave  
Wenatchee, WA 98801

**Position Title: Community Health & Outreach Specialist**

**Days/Hours of Service:**

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>Start Time</i>		8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
<i>Break (1 hr.)</i>			12:00PM	12:00 PM	12:00 PM	12:00 PM	
<i>Exit Time</i>		10:00	5:00 PM	5:00 PM	5:00 PM	5:00 PM	

Periodically, pre-scheduled evening and weekend events are also expected to fulfill the duties of this role. Weekly hours will be adjusted to maintain a 34-hour service week in cases where night or weekend events are scheduled.

**Program/Site Description:**

Columbia Valley Community Health (CVCH) is a federally qualified health center (FQHC) committed to advancing health equity and expanding access to high-quality, patient-centered care across North Central Washington. With deep roots in community-based care, CVCH has grown to serve diverse populations, including rural residents, agricultural workers, and individuals experiencing barriers to traditional healthcare access.

The Outreach Program extends CVCH’s mission beyond clinic walls by delivering services directly into the community. Key program areas include:

- Community-based clinics serving individuals experiencing homelessness, migrant and seasonal agricultural workers, and the general community
- Mobile and pop-up clinical services through CVCH Connect Mobile Clinic and other outreach models
- Community health events, screenings, and preventive care services
- Event tabling and health education in partnership with local organizations
- Health promotion, navigation, and community health worker (CHW) activities
- Additional health-focused outreach initiatives aligned with community need

## Position Description

The Community Health & Outreach Specialist supports the planning, implementation, and evaluation of community-based outreach and clinical services. This role serves as a key liaison between CVCH and the communities it serves, helping to expand access to care, improve health outcomes, and strengthen community partnerships.

The position combines operational coordination, patient-facing support, and administrative functions. The Community Health & Outreach Specialist serves collaboratively with clinical teams, community-based organizations, and internal departments to ensure outreach activities are responsive, efficient, and aligned with organizational priorities. **Regular travel to community sites and participation in evening and weekend events is expected.**

## Responsibilities and Related Tasks:

### Outreach Coordination & Events

- Plans, schedules, and coordinates outreach events in collaboration with internal teams and community partners.
- Assists with event logistics, including set-up, tear-down, and basic data entry.
- Represents CVCH at community meetings, partner events, and outreach activities.
- Ability to serve evenings and weekends as needed and travel regularly to multiple sites.

### Clinical Support & Patient Services

- Conducts phone calls to members in the community to remind them of upcoming event details.
- Greets and assists patients and visitors to connect with the appropriate staff member.

### Documentation, Records & Reporting

- Prepares outreach documentation and required reports.
- During outreach events distribute and collect registration documents & documents from clients.

### **Professional Appearance & Safety**

- Maintains professional and business-casual attire when representing CVCH at community events, school visits, meetings, and program activities.
- Wears clinical-appropriate attire, including scrubs or business-casual clothing with closed-toe, non-slip footwear, for mobile clinics and clinical outreach events.
- Wears CVCH-branded apparel, when provided, during outreach events with supervisor approval.
- Ensures attire supports mobility and comfort while remaining neat, clean, and professional.
- Adheres to all PPE and safety requirements in clinical environments.
- Wears weather-appropriate attire for outdoor events while maintaining professional standards.
- Complies with CVCH dress code and site-specific requirements.

### **Required Qualifications:**

- Valid driver's license and ability to travel between multiple sites
- Ability to meet eligibility requirements for coverage under CVCH's auto insurance policy
- Fluency in both English and Spanish (spoken and written)

### **Desired Qualifications:**

- Strong interpersonal and communication skills with a culturally responsive approach
- Excellent organizational, analytical, and problem-solving abilities
- Ability to manage sensitive and confidential information
- Ability to build and sustain partnerships with diverse stakeholders
- Comfortable with public speaking in community and professional settings
- Creative, solutions-oriented mindset
- Proficiency with office software and web-based platforms

---

AmeriCorps Member Signature

Date

---

CDCAC AmeriCorps Program Representative Signature

Date

---

Host Site Supervisor Signature

Date